



Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

REVISED MINIMUM QUALIFICATIONS

Opening Date:	October 6, 2011	Closing Date:	November 3, 2011
Job Title:	Staff Attorney	Position Type:	Temporary Full Time
PIN:	831001	FLSA Status:	Exempt
Location:	Office of Fair Practices Annapolis, Maryland	Salary:	\$27.29 per hour (No Subsidized State Benefits)
Financial Disclosure:	Yes		

Essential Functions: The Staff Attorney will assist Legal Counsel to the Chief Judge of the Court of Appeals with the work of the Office of Fair Practices. The duties will include: supervising staff; performing legal research and preparing memoranda; conducting EEO internal investigations; preparing and presenting investigative reports to judicial officials; following up with judicial officials to ensure compliance with recommendations; compiling and reviewing information needed to respond to complaints of discrimination filed with the EEOC/Maryland Human Relations Commission; developing and conducting EEO and ADA training programs; evaluating and monitoring Office of Fair Practices policies and practices to ensure compliance with State and federal EEO/ADA laws and regulations; researching and providing guidance to judiciary officials on ADA accommodation requests; reviewing Judiciary grant applications for compliance with EEO requirements; updating and maintaining the Office of Fair Practices Procedures Manual; assisting with preparation of the Judiciary's annual EEO report; performing other duties as assigned.

Education: Juris Doctor and a member of the Maryland Bar.

Experience: Three years of experience in employment law.

Preferred: Practice in a governmental setting. Prior supervisory experience.

Skills/Abilities: Knowledge of employment laws. Knowledge of human resources principles and practices. Ability to perform legal research and analyze legal issues. Ability to be objective to ensure the fair treatment of all employees and citizens. Ability to perform investigations involving sensitive and complex issues. Ability to maintain the confidentiality of investigations. Ability to compile and analyze data. Ability to compose clear memoranda and reports using proper grammar, punctuation and spelling, in a way comprehensible to attorneys and non-attorneys. Ability and willingness to communicate inconvenient or unpleasant facts and conclusions persuasively. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to identify issues, gather information, draw valid conclusions and formulate recommendations based on the information. Ability to interpret and apply policies, procedures, rules, regulations and laws. Ability to conduct employee training sessions and workshops. Ability to communicate in an effective, patient and tactful manner with judges, administrative officials, employees and co-workers. Ability to operate a PC and software (i.e., Microsoft Word, WordPerfect, PowerPoint, Lotus Notes, Excel). **Must have a valid Maryland Driver's license.** Ability to perform all essential functions of position.

Please submit a Judiciary application (unsigned applications will not be accepted) and resume/cover letter stating position title, PIN and location. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Avenue
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.